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| **Position: Exam Invigilators** | **Apply by: 11th November 2019** |
| **Salary: £9ph** | **Contract term: Casual; Term-Time Only.** |
| **Job start: ASAP** |  |
| **Interview: ASAP** |  |

CORE Education Trust is inspired and guided by its four CORE values of Collaboration; Opportunity; Respect and Excellence. The Trust is led by some of Birmingham's leading educational and business leaders.

Jewellery Quarter Academy (JQA) opened in 2014. It puts the education and learning experience of students at the heart of everything. As a result, it is a successful, growing, over-subscribed inner-city school. For further information about our Academy, please visit the website ([https://jewelleryquarter.academy](https://jewelleryquarter.academy/)).

The Jewellery Quarter Academy is recruiting a team of invigilators to assist the school with internal and external examinations.

We are looking for enthusiastic people who can demonstrate common sense, accuracy, attention to detail and are willing to provide the best exam experience possible for our students.

You must be punctual, have a flexible attitude to work and possess excellent communication skills in both written and spoken English, with legible handwriting to act as a Reader and/or Scribe for the students as required.

Our Invigilators are responsible for ensuring that exams are run according to JCQ regulations and that all students are supervised and their individual needs catered for during each exam.

You should:

• Be an excellent role-model for young people

• Be able to work effectively both on your own and within a team

• Have excellent attention to detail

• Ideally have a formal qualification in English and Maths

• Be able to offer a medium to long-term commitment and flexibility in working hours and be available during the exams period.

This would be an ideal job for someone looking for part-time occasional work to fit in with school hours or for someone who is retired or semi-retired. No experience is necessary as full training will be provided for successful candidates, but applicants should be calm under pressure and confident in dealing with teenagers. Checkable references and full DBS clearance will be required and ideally you will able to produce your original qualification certificates.

For an informal discussion, or to arrange a school visit, please contact Samantha Hibbs – Academy Operations Manager – 0121 729 7220

The successful candidate will need to undertake a DBS Enhanced Disclosure.

Please note we do not accept CVs.

CORE Education Trust is an equal opportunities employer.